

## Designation of Agent for Commissary and Exchange Purchases

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**20.3. Designation of Agent for Commissary and Exchange Purchases.** Authorized commissary or exchange patrons may designate an individual to make purchases on their behalf or to accompany them when shopping in certain situations. The designations apply to facilities under the cognizance of the local base commander who issues the designation letter. The Army/Air Force exchange system has a similar procedure for accommodating agents in those facilities. Contact the Personnel office of the base for further information when the conditions in **Table 20.2.** occur:

20.3.1. A temporary designation of persons not meeting the dependent criteria may be made at the discretion of the activity commander for periods not to exceed 1 year. See **Attachment 14** or **Attachment 15** for sample letter.

20.3.2. Periods of authorization may be extended in instances where hardship continues to exist.

20.3.3. Issuance of a DD 1173 to a nondependent agent is not authorized.

**Table 20.2. Conditions and Documentation Required for Designation of Agent for Commissary and Exchange Purchases.**

CONDITION	DOCUMENTATION REQUIRED
Military members are assigned overseas, deployed, or otherwise unable to shop for their dependent child or;	A valid ID card for the authorized patron or;
The person is unable to shop due to a disability or;	A letter from a physician which provides diagnosis and duration of the disability. <b>NOTE:</b> Blind or severely disabled eligible patrons may have a separate letter written for them. See <b>Attachment 14</b> for sample letter.
The spouse is unable to shop due to sickness.	
The child is in the household of an ineligible parent or guardian.	